

Faculty of Nursing Conversation Checklist for a New Graduate Student



This checklist of topics can be used by a supervising professor to guide the initial conversation with new graduate students, covering program and other requirements, as well as expectations. Similar to a checklist for an orientation meeting with a new employee, the checklist can also be used for record keeping purposes, with both the supervisor and the student retaining a signed copy for their files.

Student: _____ Program of Study: _____ Date : _____

	Discussed	Interested in further information?
Who's who		
Identify key members of faculty including the Dean and Associate Dean (aka Graduate Coordinator), and the Graduate Program Administrators of the Faculty of Nursing. Explain how to access the Associate Deans of FGSR		Faculty and Staff Professor Profiles Contact FGSR
Explain the role of the Faculty of Nursing in setting the requirements of the degree program. Note the role of the Faculty of Graduate Studies and Research (FGSR).		Calendar Responsibilities Related to Graduate Programs
Key documents		
Identify the documents with which every graduate student should be familiar, including the university's Calendar (containing the academic schedule and important deadlines), the FGSR Graduate Program Manual, and the location of the Faculty of Nursing guidelines forms etc. on the FON website.		Calendar Academic Schedule, Dates and Deadlines Graduate Policy and Guidelines Graduate Program Manual FON Graduate Student Resources and Services

Discussed	Interested in further information?
<p>Introduce the graduate student to the Code of Student Behaviour, the Practicum Intervention Policy (if applicable), and the University's Research and Scholarship Integrity Policy. Direct the student to read A Guide to Academic Integrity for Graduate Students, available online from the Faculty of Graduate Studies website.</p>	<p>Code of Student Behaviour</p> <p>Practicum Intervention Policy</p> <p>Research and Scholarship and Integrity Policy</p> <p>Ethics and Academic Citizenship Requirement</p>
<p>Registration requirements</p>	
<p>Confirm that it is the student's responsibility to ensure that his or her registration is accurate, complete and done before the deadlines, and advise that there are consequences for letting a program lapse by failing to register. Advise all students of their responsibility to pay all fees by the deadlines set out in the university's Calendar.</p>	<p>Registrar's Office Website</p> <p>Responsibility for Registration</p> <p>Fees</p>
<p>Academic requirements</p>	
<p>Discuss (or reiterate) the academic requirements of the particular degree program, including the minimum GPA and minimum grade requirements. Discuss the residence requirement (if applicable) and the time limits for completion of a graduate degree, including the three-year program requirements rule (other than the thesis) for doctoral students.</p>	<p>Academic Standing</p> <p>PhD Program Residency</p> <p>Calendar – Time Limits</p> <p>Calendar – Maintenance of Registration</p>
<p>Note the requirement for all graduate students at the University of Alberta to complete at least 8 hours structured academic integrity and ethics training.</p>	<p>Calendar</p> <p>FGSR Ethics and Academic Citizenship Requirement</p>

Discussed	Interested in further information?
<p>Note the requirement for all graduate students at the University of Alberta to complete the Professional Development Requirement, including an Individual Development Plan (IDP) and 8 hours of professional development activities.</p>	<p>Calendar</p> <p>FGSR Professional Development Requirement</p>
<p>The role of the <u>academic advisor</u> and the supervisor</p>	
<p><u>For MN students explain the role of the advisor in helping them plan their program and identify a supervisor.</u></p> <p>Discuss the role of a supervisor, including the assistance provided in planning a student's program, and a supervisor's obligation to stay informed about the student's research activities and progress.</p>	<p>Calendar – Supervisor's Obligations</p> <p>Graduate Manual – Areas of Responsibilities</p>
<p>Discuss the importance of maintaining open communication throughout the student's program of studies. Exchange contact details and discuss your general availability and preferences for keeping in touch (e.g. email, in person, phone). Discuss the obligation of the student to keep the <u>advisor/supervisor</u> informed of progress.</p>	
<p>Discuss the scheduling of meetings and expectations for how many meetings, as well as the importance of record keeping.</p>	
<p>Discuss expectations with respect to attendance at seminars/practicum and labs as applicable.</p>	
<p>Funding</p>	
<p>Discuss funding, making clear whether funding is or is not guaranteed, and discuss the possibility of future applications for scholarships and other awards. Be aware of the contractual obligations attached to graduate teaching or research assistantships.</p>	<p>FON Financial Support Website</p> <p>FGSR Awards and Funding</p> <p>Collective agreement and contractual obligations</p>

Discussed	Interested in further information?
<p>If the graduate student will also be an employee, discuss the terms of the appointment (expected hours, duties, reporting procedures, performance appraisal, vacations, safety training, etc.)</p>	<p>Graduate Student Agreement Resources</p>
<p>Research collaboration</p>	
<p>Where collaboration in research is expected, discuss your practice, with respect to co-authorship, first authorship, order of authorship, and acknowledgement of contributions. General guidelines on authorship are also available from the FGSR Graduate Program Manual and the university's <i>Intellectual Property Guidelines for Graduate Students and Supervisors</i>.</p>	<p>Graduate Program Manual - Intellectual Property</p> <p>Graduate Program Manual - Ownership of Research Material</p>
<p>The thesis or the capstone project</p>	
<p>Discuss the university's policy of public access to a thesis, noting the increasing availability of theses on the Internet, and the possible implications (if any) with respect to any future publication plans or (if applicable) patent applications. Encourage the student to use their time at the university to become familiar with publishing practices in your discipline.</p> <p><u>Introduce the student to the capping exercise if the student is course-based.</u></p> <p><u>Explain to NP students how critical it is for them to begin working on their capping exercise or thesis early as all program requirements must be completed before they can apply to write NP entry to-practice examinations.</u></p>	<p>Calendar – Thesis Requirements</p> <p>Graduate Manual</p> <p>Master's Thesis-Based</p> <p>ERA: Education and Research Archive</p>
<p>Direct the student to the university's guidelines for formatting a thesis.</p> <p><u>Direct the students to the Faculty of Nursing guidelines for formatting a capstone project.</u></p>	<p>Thesis Requirement & Preparation</p> <p>FON Forms & Guidelines</p>

Discussed		Interested in further information?
Availability of further assistance		
Mention the availability of professional development opportunities, such as the teaching development week organized by FGSR, and the guidance offered by the university's Career Centre.		FGSR Professional Development Requirement Career Centre
Mention the availability of various resources on campus to assist graduate students, including FGSR, the Student Success Centre, the Centre for Writers (C4W), the Graduate Students' Association (GSA), the Student Ombudservice, as well as any department-specific groups.		http://www.gradstudies.ualberta.ca/ http://www.studentsuccess.ualberta.ca/ http://c4w.ualberta.ca/ http://www.gsa.ualberta.ca/ http://www.ombudservice.ualberta.ca/

We confirm that the above matters have been discussed on the date indicated above:

Graduate Student

Academic Advisor/Supervisor